

Maricopa County Policies and Procedures	Subject: Personal Liability for County Property	Number: A2206 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: County Manager's Office	

A. Purpose

To preserve County-owned property, vehicles, and equipment by holding employees monetarily accountable for willful neglect, damage, and abuse.

B. Policy

Each elected official and department director is responsible for the proper safeguarding of County property, including the maintenance and periodic servicing of all equipment, machinery, and property used by the County employees assigned to them.

Elected officials and department directors may delegate this responsibility to specific users and/or operators of County equipment. The operator of an assigned County vehicle, or other mobile equipment, will be duly licensed and held responsible for compliance with maintenance and repair regulations issued by the Equipment Services Department. County employees are required to be trained, tested, and duly licensed, in accordance with administrative regulations, before they will be allowed to operate a County vehicle.

Employees will exercise reasonable care to ensure proper and safe operation of vehicular equipment to preclude injury, accident, or damage to persons and property. Any damage or loss to County property and/or equipment incurred by reckless operation of equipment, willful or gross negligence, wanton abuse, or impairment of the operator resulting from substance abuse may, upon recommendations of the Accident Review Board, be sufficient cause to hold the operator personally liable for such damage or loss.

Office equipment and furniture which is lost or damaged due to negligence, abuse, or improper use may also become an employee's personal liability to the extent of the damage or loss.

C. Responsibility and Authority

All employees have the responsibility to report any incidences regarding the misuse or abuse of County property to the appropriate elected official or department director.